FY 2016 CACFP Revised Forms Documents Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
Add-a-Site Checklist-Administrative Sponsor (Adding traditional child or adult care)	Application/Eligibility	Form used to assist administrative sponsors with adding a new child/adult facility.	Hard copy mailed with add-a-site package.	Updated "Center Site Application" verbiage to be consistent with other checklists. Removed redundant text regarding legal entity documents. Added verbiage regarding state licensing/exemption requirements. Added verbiage regarding new state licensing requirement for adult centers.
Add-a-Site Checklist-Center Sponsor	Application/Eligibility	Form used to assist center sponsors with adding a new child/adult facility.	Hard copy mailed with add-a-site package.	Updated "Center Site Application" verbiage to be consistent with other checklists. Removed redundant text regarding legal entity documents. Added verbiage regarding state licensing/exemption requirements. Added verbiage regarding new state licensing requirement for adult centers.
Add-a-Site Checklist (At-Risk & OSHCC only)	Application/Eligibility	Form used to assist administrative or center sponsors with adding an at-risk facility or outside school hours care center.	Hard copy mailed with add-a-site package.	Updated form to be used by administative and/or center sponsors. Removed redundant text regarding legal entity documents. Added verbiage regarding state licensing/exemption requirements.
Center Application-Adults Only	Application/Eligibility	Form used to assist institutions with submitting an adult care facility application.	Hard copy mailed with new application hard copy originals or add-a-site package.	Added verbiage regarding new state licensing requirement for adult centers. Also, added check box for "License" and space for entry of "License Number".
Electronic Enrollment/Change Form	Application/Eligibility	Form used to request access to CNP 2000 or request changes to CNP 2000 access.	Hard copy submitted to Training Coordinator on Day 2 of training or via mail, fax, or email.	Added verbiage to reflect updated CACFP policies #14 & #26 regarding the responsibilities of the Principal/Program Contact and access to CNP 2000.
Institution Change Notification Form	Application/Eligibility	Form used by institutions and sponsoring organizations as notification of institution/legal entity changes.	Submitted via mail, fax, or email.	Updated contact information for submission.
Site Change Notification Form for Independent Centers	Application/Eligibility	Form used by Independent institutions as notification of site(s) changes and/or updates.	Submitted via mail, fax, or email.	Updated contact information for submission.
Sponsor Update Form	Application/Eligibility	Form used by sponsoring organizations as notification changes/updates of sponsored facilities.	Submitted via mail, fax, or email.	Added submission contact information.
Media Release-Adult Pricing	Application/Eligibility	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public of CACFP meal benefits.	Hard copy submitted with new application or add-a-site package.	Updated with FY 2016 income eligibility guidelines.
Media Release-Child Pricing	Application/Eligibility	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public of CACFP meal benefits.	Hard copy submitted with new application or add-a-site package.	Updated with FY 2016 income eligibility guidelines.
SAVE-Affirmation Form	Application/Eligibility	Signed, notarized form used to affirm lawful presence of the Principal/Program Contact.	Submitted via mail or fax.	Updated contact information for questions and submission of form.

Delegation of Authority From An Officer to A Principal	Application/Eligibility	Requires applying institutions to submit this form to further delegate authority to a responsible Principal who accepts full responsibility for the administration and operation of the CACFP.	Upon completion of required training and prior to receiving access to complete a new electronic application.	This form is being revised to change the telephone number to contact for questions to (404) 651-8193.
Budget Guidance Manual	Financial Management	Provides federal regulatory and state policy guidance on CACFP budget requirements.	Annual and budget amendments are to be submitted via CNP 2000.	See highlighted sections.
Budget Checklist	Financial Management/Budgeting	Assist with the completion of the Budget	NA	NA
Related Party Disclosure Form	General Record Keeping/Budgeting	To document all related party disclosures for costs paid with CACFP reimbursement.	Attached to annual or budget amendment in CNP 2000 on the first line item where costs are disclosed; or submit via fax/email.	NA
Procurement Plan Prototype	Financial Management/Procurement	To guide institutions and sponsoring organizations on developing a detailed soliticitation based on the procurement process they choose.	Form is maintained at the facility and sponsoring organization's main office.	NA
Total Projected Reimbursement Worksheet	Application/Eligibility Financial Management/Budgeting	To assist institutions with calculating a projected reimbursement amount for completion/submission of the budget.	Submitted with a new application and/or as supporting documentation for budget revisions.	Electronic workbook updated with current fiscal year reimbursement rates.
Daily Menu and Food Service Record	Daily Meal Service Operations General Recordkeeping	Form documents actual meals served (daily) along with the number of eligible, enrolled participants in attendance that received a meal or snack.	Form is maintained at the facility and sponsoring organization's main office.	Form was updated to separate the 1 and 2 year columns, total served per meal now reflects total to claim, total staff served per meal now reflects program staff served. Night was added to the P.M. Snack. For adult programs only-Only one meal or snack each day must contain fluid milk. All other meals may have a milk alternate was removed.
Monthly Record of Meals and Snacks Served Form (Excel Version)	Monthly Meal Service Operations General Recordkeeping	Form documents actual meals served (monthly) along with the number of eligible, enrolled participants in attendance that received a meal or snack.	Form is maintained at the facility and sponsoring organization's main office.	Electronic version of the Monthly Record of Meals and Snacks Served Form to allow for easy, accurate math calculation.
Infant Daily Menu and Food Service Record	Daily Meal Service Operations General Recordkeeping	Form documents individual food served to infants by allowing the notation of names of participants and the components served.	Form is maintained at the facility and sponsoring organization's main office.	Form was updated to reflect the note Any deviation from meal pattern for infants' 4-11months must have current feeding plan or medical statement that supports the deviation. Added note to reference Infant Feeding Plan and helpful hints.
DCH Meal Count and Attendance Form	Daily Meal Service Operations General Recordkeeping	Form captures both the meal count and attendance for FDCH. The record must be kept after each meal service by the day care home provider and a copy provided to the sponsor.	Form is maintained at the facility and sponsoring organization's main office.	Verbiage added to reflect I have updated enrollment on file for all children who participate in the CACFP.

Monthly Record of Administrative Costs	Financial Management General Recordkeeping	Form documents the vendors, stores, companies, persons, etc. that were paid with CACFP reimbursement.	Form is maintained at the facility and sponsoring organization's main office.	Verbiage added in regards to YTD: YTD: indicate administrative cost charged to CACFP to date.
Child Care Center Roster of Food Program Participants	Application/Eligibility General Recordkeeping	Form captures the enrollment, reimbursement classification, and attendance in meal service information.	Form is maintained at the facility and sponsor's main office, and submitted with as part of application.	Last/First Name was added to give program operator indication that names of participants should be in alphabetical order. Verbiage added to reflect: A current and complete Income Eligibility Statement must be on file for all free/reduced participants listed on this roster.
Time Distribution Report	Financial Management General Recordkeeping	Form requires the reporting of all time worked based on operating and administrative duties when using CACFP reimbursement to pay for labor costs.	Form is maintained by the facility and at the sponsor's main office.	Employee certification statement updated. Verbiage was updated in the calculation section to reflect: All required payroll records are on file and will be available for review when requested. Salary charged to the CACFP must be approved in the Program budget.
Adult Day Care Roster of Food Program Participants	General Recordkeeping	Form captures the last,first, age Title XIX, Date Entered, Date Exited, Category of Eligibility and not in attendance information.	Form is maintained at the facility and sponsor's main office, and submitted with as part of application.	Last/First Name was added to give program operator indication that names should be listed by last/first order.
Policy CACFP 07-33 - Eligibility Requirements for Adult Daycare Centers	Policy/Policy Guidance	Provide federal and state requirements for adult centers to participate in CACFP.	N/A	This policy has been revised to include licensing requirements for adult care centers. Adult care centers are now required to be licensed in Georgia. Fewer exceptions apply.
Policy CACFP 03-27 - Audit Reports for Nonprofit and For-profit Institutions Participating in the CACFP	Policy/Policy Guidance	Provides federal and state audit requirements for non-profit and for-profit institutions.	N/A	The Office of Management and Budget (OMB) (under the newly formulated OMB Compliance Supplement) has raised the threshold for A-133 compliance audits of institutions that receive federal funds from $500,000 per fiscal year to $750,000.
Policy CACFP 00-10 - Expiring of Applications in the Child and Adult Care Food Program	Policy/Policy Guidance	Provides guidance on the expiration of applications.	N/A	The policy has been revised to reduce the time applying institutions have to submit a complete application and be approved upon completion of required training. The new time frame is 90 days (3 months).
CACFP Policy Memo - Notification of New Licensing Requirements for Adults Care Centers, (October 1, 2015)	Policy/Policy Guidance	Provides federal and state requirements for adult centers to participate in the CACFP.	N/A	This memorandum accompanies the revised Policy 07-33 - Eligibility Requirements for Adult Daycare Centers. The purpose of this memorandum is to notify adult day care centers applying to or participating in the CACFP or SFSP, of new State licensing requirements

Policy CACFP 02-19 - Change of Ownership in the Child and Adult Care Food Program	Policy/Policy Guidance	Provides federal and state requirements for participating institutions when a change of ownership has occurred.	N/A	This policy has been revised to provide guidance to institution's on the procedures for institutions that experience a change of ownership during CACFP participation. Additionally, the policy emphasizes program requirements and responsibilities for the new delegated Principal and Program Contact in order to remain in compliance with the Program.
CACFP Policy Memo - Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, (October 1, 2015)	Policy/Policy Guidance	Provides federal and state requirements for institutions to follow when developing written codes of conduct for purchasing and procurement.	N/A	This memo has been revised to replace regulatory codes listed in the memorandum with the updated regulation, 2 CFR 200 (Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards).
CACFP 02-14 - Use and Access to the CNP 2000 Web-based System	Policy/Policy Guidance	Provides guidance on use and access of CNP 2000.	N/A	This policy has been revised to emphasize that the delegated Principal/Program Contact accepts and assumes full responsibility for all activities conducted (including certifying that all program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) while any individual is signed-on the system under either of the user names and passwords.
CACFP 02-26 - Designation of the Program Contact in Organizations Participating in the Child and Adult Care Food Program	Policy/Policy Guidance	Provides federal and state guidance on the role and responsibilities of the delegated Principal/Program Contact.	N/A	This policy has been revised to involve the delegated Principal's role & responsibilities in CACFP operations alongside the Program Contact. Added to this policy is the delegated Principal/Program Contact's role to assume full responsibilities of activities conducted while signed on to and using CNP-2000.
CACFP Policy Memorandum - Standards for Development of Procurement Policy Consistent with CACFP and SFSP Federal Requirements (October 1, 2015).	Policy/Policy Guidance	N/A	N/A	In December 2014, States were notified of newly organized procurement standards for Child Nutrition Program use under Super Circular 2 C.F.R. §200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, formerly, 7 CFR Part 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. This memorandum provides general guidance on procurement standards for the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP) under this provision and the procurement standards outlined in 7 C.F.R. §226 and §225.